

**BY ORDER OF THE COMMANDER  
AIR FORCE OFFICER ACCESSION  
AND TRAINING SCHOOLS (AETC)**



**AFOATS INSTRUCTION 36-2002**

**1 NOVEMBER 2005**

***Personnel***

**OFFICER TRAINING SCHOOL STUDENT  
TESTING ADMINISTRATION AND CONTROL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: AFOATS/CRT  
(Dr. Novadean Watson)  
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Certified by: HQ AFOATS/CR  
(Dr. Charles Nath)  
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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*. It establishes policies, assigns responsibilities, and prescribes procedures for controlling, administering, and securing test materials. It also establishes procedures for removing measurement deficiencies where applicable. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force AFRIMS Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. It applies to all officer students, commissioned officer students, and personnel who advise, evaluate, and counsel students.

***SUMMARY OF REVISIONS***

★ This change: implements interim change 2005-1 (Attachment 2); updates the AFOATS FORM 3, **Consolidated Written Test Critique**, into the AFOATS IMT 3, **Consolidated Written Test Critique** (paragraphs 7.2.2.5, 8.3, and Attachment 1); adds an adopted IMT paragraph (paragraph 9); and updates the Approval Authority. A star (★) indicates changed material from the previous version.

**1. Student Measurement Policy.**

1.1. The primary concern in student measurement is whether the student can demonstrate the appropriate learning level to the subject matter presented. Evaluation is the systematic process of judging how well individuals, procedures, and programs have met educational objectives. All measurement instruments are designed to provide evidence of lesson objective achievement. The measurement program provides sufficient data to assess a student's ability and rate of progress in each area of instruction and training.

1.2. Lesson objectives and samples of behavior (SOB) specify the level of learning or behavior standard the student is expected to demonstrate. Objectives provide students and faculty the same word picture of what a successful learner should achieve. Objectives and SOBs are used for the following purposes:

1.2.1. Provide the framework for developing the teaching (lesson) content.

1.2.2. Permit the selection of the most effective instructional methods and sequencing.

1.2.3. Establish the foundation for all measurements, validation, and quality control of instruction.

1.2.4. Assess student achievement.

## **2. Measurement Objectives.**

2.1. Ensure each student meets the established lesson objectives before graduation.

2.2. Identify students needing special individual assistance or additional training.

2.3. Inform students of their progress in the course, and reinforce cognitive, affective, and psychomotor learning.

2.4. Provide data for use in:

2.4.1. Determining learning effectiveness and improving the educational program.

2.4.2. Maintaining quality control.

2.4.3. Establishing a record of student's achievement in the course.

2.4.4. Selecting students for special recognition.

## **3. Graduation Requirements (Comprehensive Written Test only)**

3.1. For fulfillment of academic requirements, students must complete all Comprehensive Written Tests (CWT) with an cumulative average of 80% or above. Students whose overall cumulative average is below 80% must take the CRT and score 80% or above to fulfill academic requirements.

## **4. Measurement Grading.**

4.1. Grading Objective Tests.

4.1.1. CWT. Students pass a CWT when they score 80% or better. If the student fails to score an overall 80%, they have failed a graded measurement. The original unsatisfactory grade remains on file in the student's record. If a student fails a CWT and is recycled, they take the entire CWT again when it is scheduled for the next class.

4.1.2. Comprehensive Re-test (CRT). A comprehensive exam covering samples from all CWTs. Students whose overall cumulative average is below 80% after all CWTs are completed and averaged will take this test. Students failing the CRT will be referred to the appropriate squadron commander for appropriate action.

## **5. Measurement Security Procedures**

### **5.1. Safeguarding Test Materials.**

5.1.1. Master test booklets, student test booklets, answer key, and completed answer and test review sheets will be stored using one of the following double lock systems: stored in a locked cabinet inside a locked room or stored on a password-protected computer hard drive in a locked room. Keep all rooms and cabinets locked at all times, except when the test administrator, Test Control Officer (TCO) or Alternate Test Control Officer (ATCO) is present. Change combination locks and passwords, if used, upon reassignment of personnel.

5.1.2. TCO/ATCO personnel must conduct an inventory of CWT material at least once every 90 days to ensure tests haven't been compromised. When the inventory is completed, the TCO/ATCO must sign the test control inventory log.

5.1.3. All personnel who are issued measurements will secure all measurement material when out of the area and at the close of the duty day. All personnel will carefully safeguard test materials in their custody.

### **5.2. Access.**

5.2.1. Access to measurement materials is restricted to persons assigned permanent duties in the Curriculum Division, or as authorized by the Director, Curriculum Division. Access to measurement materials is restricted to personnel whose official duties require this material (need-to-know). Personnel must return measurement material when no longer needed for test review. Officer Trainees (OT) are not authorized to handle test materials under any circumstances.

5.2.2. Measurement materials may be signed out for counseling, faculty boards, or revising and reviewing tests. In no case will a written test booklet or completed answer sheet be retained beyond 1600 hours on the day it is signed out, without advance approval of the TCO/ATCO.

5.3. The TCO/ATCO destroys outdated written tests and related test materials, no longer needed for historical references, immediately upon receipt of new or revised test materials and records destruction.

5.3.1. The TCO/ATCO destroys loose pages and damaged pages left over, immediately after the written tests are assembled.

5.4. The TCO/ATCO maintains completed answer and test review sheets for a minimum of three classes and a maximum of a year. If a student is recycled, test answer sheets from previous class CWTs are placed in the new class folder.

5.5. When test folders are returned, all test booklets and instructor folders should be accounted for. Return all items as soon as possible after the test review.

5.6. Test Compromise.

5.6.1. Test compromise is serious. Every effort must be made to prevent loss of test material, and we must never lose control of the test material. OTs are not authorized to handle test materials outside the direct supervision of an Flt/CC, under any circumstances.

5.6.2. If a test booklet, answer sheet, or test review sheet is lost or cannot be accounted for upon completion of the testing and test review sessions, the commander of the respective squadron will be notified by the Chief, Instructor Education and Evaluation, and an investigation will be performed. The commander will appoint a disinterested officer to conduct the investigation. The investigating officer will file a report explaining the outcome of the investigation. The report will include as a minimum: specific circumstances surrounding the compromise, the geographical extent of the compromise, and actions taken to prevent further compromises. A final report of the investigation should reach the Director, Curriculum Division, no later than five duty days after the incident. A copy of the report will be sent to the Chief, Instructor Education and Evaluation.

**6. Test Development.**

6.1. Revisions are accomplished when a change significantly impacts the current curriculum.

6.1.1. Before becoming a serviceable item in the test bank, new test items will be administered on a minimum of four Basic Officer Training (BOT) tests. The validation process includes assessment of the reliability, validity, and usability of the item based on the qualitative and quantitative analysis of the case index and the second-level item analysis.

6.2. TCO/ATCO will coordinate all CWT changes and re-writes with Chief, Instructor Education and Evaluation, Chief, Curriculum Development Branch, Instructional System Development (ISD) Advisor, and Curriculum Area Managers (CAM).

6.3. TCO/ATCO will process the CWT changes and take the completed CWTs to DAPS for reproduction.

## 7. Responsibilities.

### 7.1. Test and Measurement Personnel.

- 7.1.1. Coordinate revised CWTs with CAMs prior to publication.
- 7.1.2. Select test version to be administered.
- 7.1.3. Prepare and issue all materials for administering initial, makeup, and CRT written tests.
- 7.1.4. Proctor CWT.
- 7.1.5. Perform statistical analyses on student performance and test items.
- 7.1.6. Distribute student test results to all Flt/CCs, and the Class Monitors (CM) or Student Squadron Commanders (SS/CC). Distribute EI/DI reports to all CAMs, and ISD Advisor.
- 7.1.7. Administer and score CWTs, makeup tests, and CRTs.
- 7.1.8. Reproduce, store, and control all test materials.
- 7.1.9. Destroy outdated test materials not being maintained for historical references.
- 7.1.10. Attend scheduling meetings.

### 7.2. Officer Training School Personnel.

- 7.2.1. On test day, Flt/CCs contact Test and Measurement Branch regarding students who will not take the test at the prescribed time in order to reschedule the student for the test. 72 hours prior to the test date, notify the TCO/ATCO of any student who speaks English as a second language. These students will, when the Flt/CCs request in advance, be afforded the opportunity to receive one (1) additional hour to complete the test. This hour must be immediately following the scheduled test time.
- 7.2.2. Following the testing period, the Flt/CCs will review the test with their flight. During the review the Flt/CC will:
  - 7.2.2.1. Ensure students have the correct answers to grade their test worksheet.
  - 7.2.2.2. Determine how well each student performed on the test.
  - 7.2.2.3. Use rationale provided with each test question to explain correct answers but be prepared to provide your own ideas, as well.
  - 7.2.2.4. Give students an opportunity to provide written feedback on the test.

★7.2.2.5. Return all test material to TCO/ATCO upon completion of test review. This will ensure the CAMs have ample time to review any AFOATS IMTs 3, **Consolidated Written Test Critique**, submitted prior to the Test Review Board.

7.2.2.6. Report any test issues to TCO/ATCO.

## **8. Test Review Board (TRB).**

8.1. After each CWT, a TRB evaluates the training effectiveness and test validity.

8.2. The TCO/ATCO provides a package to the TRB chair to include: one test master copy, summary statistics, second-level item analysis and item statistics.

★8.3. The board analyzes test data and test items critiqued using AFOATS IMT 3 in order to improve the quality of the test, instruction, and training materials. If a test item is found to be questionable, it is observed for consistency and edited during the test revision. Test and Measurement personnel adjust test scores accordingly, distribute final results, and prepare a report on the status of questions discussed during the TRB.

8.4. Following the TRB, the TCO/ATCO shreds all test booklets that have been marked in, and any other damaged test materials not needed for historical references.

## **★9. Adopted IMT. AFOATS IMT 3, Consolidated Written Test Critique.**

RONNIE D. HAWKINS, JR.  
Brigadier General, USAF  
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AFPD 36-20, *Accession of Air Force Military Personnel*

*Abbreviations and Acronyms*

**ATCO** – Alternate Test Control Officer

**BOT** – Basic Officer Training

**CAM** – Curriculum Area Manager

**COT** – Commissioned Officer Training

**CRT** – Comprehensive Re-test

**CWT** – Consolidated Written Test

**DI** – Differentiation Index

**EI** – Ease Index

**ISD** – Instructional System Development

**OT** – Officer Trainee

**TCO** – Test Control Officer

**TRB** – Test Review Board

*Terms*

**Consolidated Written Test (CWT).** A formal objective exam to evaluate student proficiency in areas of: Leadership Studies, Profession of Arms, and Military Studies/International Security Studies.

**Comprehensive Re-test (CRT).** A comprehensive exam covering samples from all tests. This test applies to Basic Officer Training (BOT) and Commissioned Officer Training (COT) students. Students whose overall academic average is below 80% after all CWTs are completed and averaged will take this test. Students failing the CRT will be referred to the appropriate squadron commander for action.

**Differentiation Index (DI).** The DI is a test question's ability to differentiate between high and low achieving students. The DI can range in value from -1.0 to +1.0. When the number of low

achieving students answering a question correctly becomes greater than the number of high achieving students answering a question correctly, the DI becomes negative and signals a possible problem area.

**Ease Index (EI).** The EI is a simple method of calculating how easy a test question is for a given group. A question with a high ease index indicates the question was answered correctly by a large proportion of students suggesting the question is easier to that group in relation to other questions with a lower ease index. The Test Review Board (TRB) reviews questions with an EI of less than 70%.

**Graded Measurement.** An evaluation used to determine achievement of lesson objectives.

**Makeup Measurement.** Administration of a measurement for students unable to participate in or who fail the initial measurement.

**Measurement Completion.** The measurement terminates when students submit their measurement materials or when the prescribed time elapses.

**Measurement Deficiency.** Failure to achieve a passing score on any measurement.

**Measurement Material.** Written test booklets or pages from a test, completed answer sheets, measurement keys, test data sheets, test banks, automated test data storage devices, and other measurement related materials, which, if improperly handled, could result in compromise of a measurement instrument.

**Remediation.** An opportunity for the student to obtain further instruction from the Curriculum Area Manager (CAM) and or Flight Commander (Flt/CC).

**Test Administrator.** A staff member who administers examinations. This individual administers standardized pre-test instructions; starts and stops the test; establishes and maintains professional military classroom order and discipline; answers students' questions; and provides instructions for collecting answer sheets, pencils, and test booklets.

**Test Control Officer (TCO).** The individual in charge of test administration is the TCO and is responsible for specific measurement administrative, security, and control activities.

**Alternate Test Control Officer (ATCO).** The alternate individual in charge of test administration and is responsible for specific measurement administrative, security, and control activities.

**Test Review.** An Flt/CC or a qualified faculty/staff member will conduct a review of each CWT. The purpose of the review is to reinforce learning.

★**Test Review Board (TRB).** **Test Review Board (TRB).** A board chaired by Instructional System Development (ISD) Advisor, Deputy Director or Chief, Curriculum Development to review test results, procedures, and AFOATS IMTs 3, **Consolidated Written Test Critique**, from each test administered at OTS. The TRB reviews test items following each CWT to



determine if the lesson objectives are achieved and test items reflect what was taught. TRB membership includes the Chair, a Curriculum Area Manager (CAM) representing each testable academic area and a representative from either BOT or COT as appropriate.

**Attachment 2****IC 2005-1 TO AFOATS INSTRUCTION 36-2002, OFFICER TRAINING SCHOOL  
STUDENT TESTING ADMINISTRATION AND CONTROL**

1 November 2005

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★ 8.3. The board analyzes test data and test items critiqued using AFOATS IMT 3 in order to improve the quality of the test, instruction, and training materials. If a test item is found to be questionable, it is observed for consistency and edited during the test revision. Test and Measurement personnel adjust test scores accordingly, distribute final results, and prepare a report on the status of questions discussed during the TRB.

★ **9. Adopted IMT.** AFOATS IMT 3, **Consolidated Written Test Critique**.

The following applies to Attachment 1, *Terms*:

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